



The Commonwealth of Massachusetts  
Executive Office of Health and Human Services  
Department of Public Health  
William A. Hinton State Laboratory Institute  
305 South Street, Jamaica Plain, MA 02130

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MEMORANDUM

**TO:** MA Department of Public Health Staff  
**FROM:** Mary Gilchrist, PhD  
**DATE:** June 9, 2008  
**RE:** Expanded Security

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In an effort to increase laboratory security, the building wide proximity reader system will be expanded to include certain laboratory wings. Specifically, we will soon turn on the security proximity readers on the incoming side of the inner wing doors and the stairwell side of the stairwell doors housing laboratories which test for agents requiring additional personal protective equipment and security. These wings include 7 east, 7 west, 4 east, 4 west and 3 east. When locked down, access to these areas will require a new proximity card ID badge, which will be distributed during security training the week of June 9th. This additional security measure is meant to protect staff and the public.

Going forward, new ID badges will be assigned to new employees working in these areas. All employees who routinely work on these wings, regardless of laboratory or program, will be granted access. Security training is required before a new access badge is received; employees must attend one of the following trainings:

Date	Time	Location
Tuesday, June 10	9:00 am - 10:15 am	Auditorium
Tuesday, June 10	11:00 am - 12:15 pm	Auditorium
Wednesday, June 11	10:00 am - 11:15 pm	Room 133
Wednesday, June 11	2:00 pm - 3:15 pm	Room 133
Thursday, June 12	1:00 pm - 2:15 pm	Room 133
Thursday, June 12	3:00 pm - 4:15 pm	Room 133

If you have any questions regarding this issue please contact Tanya Swanson at ext: 6664.